



## POSITION DESCRIPTION

Melbourne Law School

### Senior Tutor or Lecturer

<b>POSITION NO</b>	0040542
<b>CLASSIFICATION</b>	Senior Tutor Level A or Lecturer Level B (Teaching Specialist) Level of appointment is subject to qualifications and experience.
<b>SALARY</b>	Senior Tutor, Level A - \$64,863 - \$88,016 p.a. Lecturer, Level B – \$92,654 - \$110,022 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>EMPLOYMENT TYPE</b>	Full-time fixed term position available from 1/7/2016* – 30/6/2017 Fixed term contract type: Specific task or project (*start date negotiable)
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>CURRENT OCCUPANT</b>	New
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by job number. Indigenous Australians seeking support to apply for this vacancy are encouraged to contact the University by emailing their contact details to <a href="mailto:law-hr@unimelb.edu.au">law-hr@unimelb.edu.au</a>
<b>CONTACT FOR ENQUIRIES ONLY</b>	Professor Caron Beaton-Wells, Program Director, Global Competition and Consumer Law Program Tel +61 3 8344 1004 Email <a href="mailto:c.beaton-wells@unimelb.edu.au">c.beaton-wells@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:

[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)  
[joining.unimelb.edu.au](http://joining.unimelb.edu.au)

## ***Position Summary***

This is an academic position within Melbourne Law School (MLS) at the University of Melbourne. MLS is developing a fully online Masters program in Global Competition and Consumer Law. This program uses cutting edge technology and the expertise of an international faculty to deliver in-depth rigorous interactive Masters courses in this field to students around the world. For more information about the program, see its website at <https://online.unimelb.edu.au/law-courses/global-competition-and-consumer-law>.

The appointee to this position will be expected to contribute substantively to the development of content for a range of subjects in the program, including subjects in the areas of unilateral conduct, cartels, mergers and institutions, all of which have an international and comparative law orientation. This contribution will involve elements of research, curriculum planning, script drafting, review and editing and assessment task design and editing.

The appointee will also contribute to aspects of the teaching in the program, including review of student posts and interaction with students on discussion boards and in live tutorials, and assessment grading.

The appointee will work under the direct supervision of the Program Director, Professor Caron Beaton-Wells, but will also work closely with other academic staff of the Law School (including external academics who are leading experts in the field from around the world) to support them in their contributions to the program.

This is an exciting opportunity to join a leading Law School (ranked No. 1 in the Asia Pacific region, and No. 8 in the world), be associated with and make an important contribution to a pioneering initiative, and develop a global network of eminent academics, practitioners, and others who are involved in the program.

### ***1. Selection Criteria***

#### **1.1 ESSENTIAL**

- ▶ A good graduate degree in law (for Level A) or a PhD or equivalent professional experience (for Level B);
- ▶ Sound knowledge of competition laws and associated policies, institutions and enforcement practices in the United States and/or European Union (based on prior studies and/or professional work experience);
- ▶ Capacity to undertake research for the purposes of curriculum design (for Level A) or a solid record in research publications (for Level B);
- ▶ Teaching experience in higher education (for Level B);
- ▶ Advanced skills in writing, reviewing and editing scripts with a close eye for detail;
- ▶ Highly developed computer-based skills in at least Word, Excel and Powerpoint and a capacity to develop further skills relating to working with online content and tools;
- ▶ Excellent communication and interpersonal skills for the purposes of working in a team environment that involves liaising with senior academics, administrative staff and students;
- ▶ High-level organisational skills including the ability to prioritise workload and perform well under pressure to plan, implement, execute and evaluate new initiatives, working independently and collaboratively as part of a group;

- ▶ Keen interest in and enthusiasm for the use of technology to enhance learning outcomes in higher education.

## 1.2 DESIRABLE

- ▶ Understanding of economic principles and methods as they relate to competition laws;
- ▶ Knowledge of competition and/or consumer laws and associated policies, institutions and enforcement practices in the Asia-Pacific region;
- ▶ Experience in working in a multi-cultural setting and possibly with people for whom English is a second language;
- ▶ Creativity in assembling and preparing material for teaching or training purposes, including through the use of images and graphics and compiling case studies and narratives to relay complex principles in applied ways;
- ▶ Experience in the delivery of online learning in the higher education sector.

## 2. Special requirements

- ▶ Out-of-hours work (including evenings) may be required in order to support teaching in across time zones.

## 3. Key Responsibilities

Under the supervision of the Program Director, and in liaison with academic staff as subject coordinators and administrative staff such as learning designers and educational technologists, key responsibilities will include:

- ▶ Working with senior academics to design and structure subjects and modules within subjects;
- ▶ Researching content to be used for input to subject curricula, including identifying relevant primary and secondary sources, images and graphics;
- ▶ Writing, reviewing and editing scripts for videos, learning interactives, assessment tasks and other online resources, including editing content in Word, Powerpoint and online;
- ▶ Presenting material on videos, podcasts, webinars and the like;
- ▶ Reviewing material produced by and interacting with students online (for example, on discussion boards), by live chat, email and skype;
- ▶ Assisting to design and grade assessment tasks undertaken by students, including practical exercises and essays;
- ▶ Setting schedules for work processes and arranging and coordinating meetings;
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined below.

## 4. Other Information

### 4.1 BUDGET DIVISION

[www.law.unimelb.edu.au](http://www.law.unimelb.edu.au)

Melbourne Law School is Australia's first all-graduate law faculty. The Melbourne Law School was the first faculty in Australia to teach law, and awarded this country's first law degrees. The Law School has now committed itself to build on our more than 150 year history of excellence and innovation by shifting from undergraduate legal education to the global standard, graduate level Juris Doctor degree. Coupled with the unrivalled excellence of the Melbourne Law Masters and its internationally renowned Research Higher Degree programs, the Law School offers a unique opportunity for the integration of scholarship and teaching.

Its faculty is a vibrant community of creative scholars, committed to a highly collegial, research-intensive institutional life. The Law School has particular strengths in cross-disciplinary and comparative analysis. It aims to integrate teaching with research and engagement activities and to engage with local, national and global communities.

The Law School is a single department faculty located in a custom designed building in University Square. The Law School has approximately 2,200 graduate students (including JD, Melbourne Law Masters and Research High Degrees).

### 4.2 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at [www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings](http://www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings)

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at [www.hr.unimelb.edu.au/careers](http://www.hr.unimelb.edu.au/careers).

### 4.3 GROWING ESTEEM AND THE MELBOURNE MODEL

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. [www.growingesteem.unimelb.edu.au](http://www.growingesteem.unimelb.edu.au)

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Model. The

new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

#### 4.4 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

#### 4.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at [www.unimelb.edu.au](http://www.unimelb.edu.au).

## 5. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.